

TIP FOR 2117 NOTEPAD

Users may receive the following error message when creating a CS-138 using the ADPICS 2117 Request to Contract for Personal Services screen:

E473 CS 138 NO. IS SET FOR AUTO GENERATION, FIELD MUST BE BLANK DURING SAVE

This error message may be received once you have saved <F10> on the ADPICS 2117 Request to Contract for Personal Services. This happens when linking from another document, such as a requisition, to the ADPICS 2117 Request to Contract for Personal Services screen. The linked document number will appear in the 'CS138 ID' field and you will be unable to generate a new CS-138 document. The notepad indicator may also show a 'Y' if the linked document had a notepad.

The connection may be removed between the linked document and the 'CS138 ID' field by blanking out the 'CS138 ID' field and pressing the enter key. This will break the connection and you will be able to create a new ADPICS 2117 Request to Contract for Personal Services. This should also remove the notepad.